TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Lifeguard (Part-time or Seasonal)

SALARY: $11.10 - $12.25 DOE

LOCATION: Village of Groton

TYPE OF EMPLOYMENT: Part Time Seasonal Work up to 40 hours per week

ISSUE DATE: 03/20/19

THE FINAL DATE TO FILE APPLICATIONS: 06/30/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/01/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Though the filing period is kept open until June 30th, the Village is encouraging you to apply no later than April 26, 2019.

MINIMUM QUALIFICATIONS:

At the time of application, children's **camp** Lifeguards must be at least 17 years of age, except a maximum of 50% of the required lifeguards on duty may be 16 years of age. Applicants must provide a copy of a valid Red Cross Lifeguard Certification **AND** provide an approved provider's separate cardiopulmonary resuscitation (CPR) certification that is less than 1 year old. All CPR certificates are valid for only 1 year from the date of course completion, regardless of the expiration date noted on the card.

Swimming pool Lifeguards, e.g. in schools, must be a minimum of 16 years old (15 years old is acceptable if employed at a facility where a supervisory Lifeguard is present). Applicants must provide a copy of a valid Red Cross Lifeguard Certification **AND** provide an approved provider's separate cardiopulmonary resuscitation (CPR) certification that is less than 1 year old. All CPR certificates are valid for only 1 year from the date of course completion, regardless of the expiration date noted on the card.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a current Lifeguard Certification. Certification shall be valid for the time period specified by the certifying agency, but may not exceed a consecutive 3-year period from course completion. Multiyear lifeguard certifications that include CPR require a new CPR certification each year. Please upload a copy of your Lifeguard Certification along with your application for employment.

Possession of a current CPR Certification. Please upload a copy of your CPR Certificate that is less than 1 year old along with this application.

ADDITIONAL NOTES:

Supervising lifeguards must possess at least Supervision Level IIb certification, be at least 18 years old, and have at least 2 seasons of lifeguarding experience. A maximum of 50% of the required Lifeguards on duty may be 16 years of age. To be eligible to conduct swimming and water safety classes a Lifeguard must possess a Red Cross certification as a waterfront safety instructor or as an instructor of beginning swimming. Lifeguards for wilderness swimming must be at least 18 years of age and meet lifeguard first aid and CPR certification requirements as defined in Part 6 of Chapter 1 of the New York State Sanitary Code.

It is the responsibility of the Camp Director, or other appropriate supervisor, to ensure that a swimming area is appropriately staffed at all times in accordance with Part 6, Chapter of the New York State Sanitary Code.

DISTINGUISHING FEATURES OF THE CLASS:

A Lifeguard is expected to perform routine patrol work at a pool or bathing beach, looking after the safety and welfare of others. The work consists primarily of maintaining the safety of campers enjoying swimming and other water sport activities. The incumbent will conduct swimming instruction and water safety classes as assigned. Employees in this class must be constantly alert to assist swimmers when they are in difficulty and to enforce safety rules. While on duty at the waterfront, qualified lifeguards shall not be engaged in any other duties or activities that might distract them from the direct supervision of the waterfront. An error in judgment could result in loss of life. The work is performed under the direct supervision of a Swimming Area Director, Camp Director, Assistant Camp Director or other appropriate supervisory personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Stands watch at pools and/or patrols the park waterfront, keeping bathers within bounds and going to their aid when they are in difficulty;
- Applies resuscitation techniques and otherwise renders first aid;
- May conduct beginning and advanced swimming and diving classes;
- Keeps locker rooms, poolside and beach areas free of glass and other debris;
- Maintains order and enforces safety rules;
- Performs other routine duties such as maintaining and repairing equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of first aide, lifesaving, and rescue work as applied to accidents in the water;
- Good knowledge of current methods used in swimming and diving instruction;
- Ability to swim well;
- Ability to deal effectively with the public and others and to secure their cooperation;
- Ability to keep records and make simple reports;
- Excellent powers of observation;
- Mental alertness; integrity; and an excellent physical condition are all required;
- The employee's physical condition shall be commensurate with the demands of the position.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850